

NEW HAMPSHIRE DEPARTMENT OF EDUCATION  
CHARTER SCHOOL DISSEMINATION SUBGRANTS

**2014-2015 School Year**

**Proposal Inquiries & Submission:** Questions regarding this Request for Proposal (RFP) and grant submission shall include the applicant contact information.

Direct application and questions to:

Michelle Gauthier  
Charter School Office  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301  
Telephone: 271-3582 ~ Fax: 271-7381  
E-mail: [Michelle.Gauthier@doe.nh.gov](mailto:Michelle.Gauthier@doe.nh.gov)

**CONTRACT PERIOD**

Charter School Dissemination Grant period is no longer than 24 months.

**PURPOSE OF THE DISSEMINATION GRANT PROGRAM**

The dissemination grant program will foster the sharing of charter school best practices, encourage the development of high quality charter schools, strengthen the New Hampshire Public Charter School Association (NHPCSA), offer technical assistance to developers, provide mentorships for new charter schools, and distribute policy guides and governance examples to all interested parties.

**FUNDING PRIORITY**

Funding priority will be given to applications that target the replication of successful programs or support the start-up of new high-quality charter schools that will increase student achievement. Applicants must provide evidence of past student progress or academic achievement, high levels of parental satisfaction and financial viability in order to qualify for this competition. Examples assessment results, parent surveys, program evaluations, financial and audit documentation and/or annual progress reports.

**FUNDING AMOUNT AND PERIOD**

The funding period for awards will be for two (2) years with a maximum award amount of \$65,000.00.

## ELIGIBILITY

- A. To be eligible for a Charter School Dissemination Grant the applicant must:
1. Be an authorized charter school that has been open and operating for three or more years.
- B. The applicant must meet the requirements of a “chartered public school” under New Hampshire’s RSA 194-B:1:
- “Chartered public school means an open enrollment public school, operated independent of any school board and managed by a board of trustees. A chartered public school shall operate as a nonprofit secular organization under a charter granted by the state board and in conformance with this chapter.”*
1. May not be a state-approved nonpublic school reorganized in any form (RSA 194-B:3, VII);
  2. Is governed by a board of trustees which *“shall have general supervisory control and authority over the operations of the chartered public school,”* (RSA 194-B:5,I);
  3. Has a governance plan for meetings that conforms with RSA 91-A:2 (RSA 194-B:5, VI);
  4. Has a secular purpose as defined in RSA 194-B:7, and is not a religious school or religious institution;
  5. Does not *“discriminate nor violate individual civil rights in any manner prohibited by law”*(RSA 194-B:8, I);
  6. Complies with *“all applicable state and federal health and safety laws, rules, and regulations”* (RSA 194-B:8, II);
  7. Provides *“instruction for at least the number of days required by state law,”* complies with *“compulsory attendance laws as provided in RSA 189:1, 189:1-a and 193:1”* and *“innovative scheduling resulting in at least that number of attendance hours required under RSA 186-C:15, 189:1, 189:1-a, and 193:1”* (RSA 194-B:8, III);
  8. Is a school of choice to which parents choose to send their children; and,
  9. Selects students on the basis of a lottery, *“if the number of otherwise eligible applicants...exceeds that school’s maximum published enrollment, that school shall use lottery selection as a basis for admission.”*

## **GRANT APPLICATION REQUIREMENTS**

Applications shall not exceed 20 pages (excluding the appendices and cover sheet). Applications should be double-spaced and use a font size not smaller than 12-point. Applicants must adhere to the narrative page limitation, but may append limited, relevant materials.

For each application component listed below, the applicant must include activities proposed and a timeline for implementation of activities:

- a. How proponents have determined there is a need for the project. Please include any data or research that supports the program goals and anticipated success.
- b. A 12 or 24 month budget noting monies requested and activities to be undertaken for each year for each expenditure category. Expenditure categories include: curriculum and instruction, assessment, personnel, administration/governance, and equipment.
- c. Goals and objectives of the project and how the funds requested directly relates to meeting project goals.
- d. Coordination with existing programs/initiatives, school districts, colleges/universities, local businesses and/or organizations.
- e. A work plan: tasks and timelines for activities to be undertaken with dissemination funds. The work plan shall provide structure and benchmarks for progress and accountability.
- f. Name of person who will manage the funds, where funds will be deposited, and how the Board of Trustees will ensure that funding is used as proposed, if grant is awarded.

## **PROPOSAL REQUIREMENTS**

At a minimum, the proposal shall contain the following information:

- Cover sheet (see attached) to include:
  - Organization name and contact information
  - List of attachments and number of pages
  - Date submitted
  - Total number of pages including cover sheet
  - Signature of authorized official certifying the packet is complete
- Application to include a summary page
- Any other required documentation specific to this RFP

## **PROPOSAL SUBMISSION AND REVIEW**

1. Submission: Applicants must submit an original and four (4) copies of the grant application to the Department.
2. Review Process:
  - a. **ELIGIBILITY**: Proposals received will be reviewed for completeness and compliance with the requirements set forth to determine applicant eligibility. If, in the judgment of the Department, a proposal is late, significantly incomplete, or submitted by an ineligible entity, the proposal may be omitted from the competition. The decision of the Department is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.
  - b. **CONTENT**: A review team will evaluate and score eligible applications using the dissemination application evaluation rubric. Scoring and feedback of the review team will be considered for final selection. Other factors may be considered.

Following the application review, applicants may be contacted by Department staff to discuss any modifications that may be required to the budget and/or scope of work.

## **APPLICATION REVIEW CRITERIA**

Criteria will include but not limited to the following:

- A description of the project activities and goals to be addressed and how they will be accomplished.
- Qualitative and quantitative information that support the needs of the project.
- Timeline for the completion of the project.
- An itemized budget along with a detailed narrative of how the requested funds will be used.

## TERMS AND CONDITIONS

1. **Availability of Funds:** Availability of funds depends upon the continuation of yearly Charter School Program funding at the federal level. Should federal funding be decreased or eliminated, the New Hampshire Department of Education reserves the right to scale back or terminate projects. Please be aware that continued funding also depends on satisfactory grant performance.
2. The State shall not be responsible for or pay any costs incurred by the applicant prior to the date the grant is approved.
3. The Department of Education reserves the right to seek clarification of any information contained in a proposal submitted.
4. The Department of Education reserves the right to reject any and all proposals submitted.
5. If the Department of Education chooses to award funds, the successful applicant shall be notified by letter.
6. When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department of Education's assigned agent or staff member.
7. Reporting Requirements: Each eligible applicant receiving a grant must provide feedback to the department on grant progress and expenditures at regular intervals in an agreed upon format.
8. Successful applicants shall provide assurances that the school will participate in other state and federal reporting, evaluation or onsite monitoring as required.
9. Subgrantees shall submit a progress report detailing the outcome of dissemination activities at the conclusion of the project.

In addition to this application as defined, the Department of Education may have other general requirements necessary for any grant application. If so, the applicant will be notified.

Completed applications should be sent via email or mail to:

**Michelle Gauthier**  
**Charter School Office**  
**New Hampshire Department of Education**  
**101 Pleasant Street**  
**Concord, NH 03301**  
**Telephone: 271-3582 ~ Fax: 271-7381**  
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**NEW HAMPSHIRE DEPARTMENT OF EDUCATION  
REQUEST FOR PROPOSALS  
CHARTER SCHOOL PROGRAM**

**COVER SHEET**

**CHARTER SCHOOL DISSEMINATION GRANT**

(COMPLETE ALL THAT APPLIES)

APPLICANT:

\_\_\_\_\_

PROJECT TITLE:

\_\_\_\_\_

PROJECT DIRECTOR:

NAME:

\_\_\_\_\_

TITLE:

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_

FAX:

\_\_\_\_\_

E-MAIL:

\_\_\_\_\_

AMOUNT OF FUNDS REQUESTED:

\$

\_\_\_\_\_

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

\_\_\_\_\_  
Typed or Printed Name of Person Submitting

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Person Submitting

\_\_\_\_\_  
Date